

City of Flagstaff

Community Development Division

211 W. Aspen Ave Phone: (928) 213-2606

Flagstaff, AZ 86001 Email: cdfrontcounter@flagstaffaz.gov

www.flagstaff.az.gov Fax: (928) 213-2609

Application for Right-of-Way Encroachment Permit		Permit Number		
Name of Business Owner (s)			Phone	
Mailing Address	City, Sta	te, Zip	Email	
Shopping Center, Building Name, Construction Project Name				
Local Contact or Manager				
Mailing Address	City, Sta	te, Zip	Email	
Site Address	Parcel N	umber (s)	Zoning District	
Type of Temporary Encroachment Permit: ParkFlag Qty ParkFlag Spaces: Qty of Days:		=	☐ Other Encroachment ParkFlag Per Space Fee: \$5.00 per day	
Description of Requested Encroachment (Attach additional pages as necessary):				
Dates for the start <u>and</u> completion of the right-of-way encroachment:				
Submittal Requirements				
Required information for each specific permit type is provided on the reverse side of this application form. A dimensioned site				
plan must be attached showing the location of the proposed encroachment.				
Information on processing procedures and regulations for encroachments may be found in City Code Division 8-03-002 (Sidewalk Cafes, sidewalk Vending Carts and Other Permitted Right-of-Way Encroachments) -see attached.				
Note: A site plan must be submitted with all applications. Please see reverse side for additional submittal information.				
(Owner's Initials) I hereby certify that the information set forth on this form is complete and accurate and do hereby agree to comply with all applicable codes of the City of Flagstaff and the State of Arizona and with any conditions attached hereto.				
Note: Applications which are incomplete or not accompanied by the required information will not be accepted.				
Applicant Signature		Date		
For City Use				
Application Fee Amount:	Date Paid:	Received By:	Fee Receipt #:	
Total Annual Cost:	Date Paid:	Received By:	Fee Receipt#:	
Approval: ☐ Yes ☐ No	Staff Initital:	Date Approved:	Date Approved:	

Please see reverse side for additional information.

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Submittal Checklists for Right-of-Way Encroachments

For an application to be accepted, the applicant must provide all of the required information described on the application at the time of formal submittal. Incomplete applications will not be accepted. It is the responsibility of the applicant to ensure the accuracy of the application. Applications will not be accepted or processed without an adequate description of the proposed right-of-way encroachment. A completed application form shall be submitted to a Community Development Division staff person, and shall contain the following additional information:

Common to All Applications:

- 1. Completed application form
- 2. Application fee (Refer to City Code Section 3-01-001-0001)
- 3. Certificate of General Liability Insurance naming the City of Flagstaff as additional insured.
- 4. Aerial image indicating location(s)

Right-of-Way Encroachments (e.g. Dumpster located in a public way):

- 1. Dimensioned drawing showing the following information (refer to City Code Section 8-03-002-0002.B. copied below)
 - a. Width of the applicant's encroachment within the right-of-way indicating the area requested to be used; relation to centerline; and name of street where encroachment is proposed.
 - b. Width of the sidewalk (distance from curb back to building face) and the width of the clear pedestrian zone
 - c. Locations of tree wells, bus shelters, sidewalk benches, sign posts, trash receptacles, doorways, driveways or curb cuts, or any other semi-permanent or permanent sidewalk obstructions; and access
- 2. 24-hour traffic control plan indicating the placement of appropriate caution signs
- 3. Proposed dates for the start and completion of the public right-of-way encroachment

Staff Review:

Upon receiving a complete application, Staff will review to determine if the submittal conforms to City of Flagstaff Code requirements.

Approved Permit:

Upon review and approval of the application, the applicant will be informed that the permit is ready to be picked up from the Community Development front counter.

Inspection:

When the right-of-way encroachment is established, the applicant shall contact the Construction Manager at (928) 853-4989 to schedule an on-site inspection. The inspector will either approve the installation of the area of operation and determine that the clear pedestrian zone meets minimum City Code requirements as approved, or require additional corrections. Similarly any approved other permitted encroachments will be inspected to assure compliance with minimum City Code requirements. Upon approval, the inspector will sign off on the permit and record the approval in the City's permit tracking system.